YZU Regulations for Employment, Payment, Service of Faculties

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Chapter 1 General Provisions

Article 1：These regulations are made in accordance with University Acts and relevant acts issued by the Ministry of Education. All the affairs of employment, payment, and service of faculties shall be processed in accordance with this regulation. Any other matters not covered by this regulation shall be processed in accordance with relevant acts issued by the Ministry of Education.

Article 2：Faculties have the obligations to teach, counsel, attend relevant meetings, and follow other relevant regulations. Full-time processors, associate processors, assistant processors, and lecturers shall be working at the University four days each week. Faculties shall also be the advisers for students.

Article 3：Full-time faculty members must not accept full-time positions off campus. Faculty members must receive permission from the President before lecturing or holding concurrent positions at other institutions. For part-time teaching at other institutions, it is limited to a maximum of 4 hours per week and the teaching position shall not beneath the position in the University. The total combined hours for part-time teaching and concurrent positions shall be limited to 8 hours per week.

Chapter 2 Employment

Article 4：The faculty members are divided into Professor, Associate Professor, Assistant Professor,

and Lecturer, which shall be evaluated by Faculty Evaluation Committee at all levels: department (or the same level), college (or the same level), and the school, before being approved and appointed by the President.

Article 5 ：Professors shall possess one of the following qualifications:

1. Hold doctoral degrees or the equivalent degree certificates, have engaged in the research work, specialized professions or functions related to the majors for over eight years with productions or inventions, and have great academic contributions or important specialized publications.
2. Have held the position as associate professor for over three years with outstanding performance and have published specialized publications.

Article 6 ：Associate professors shall possess one of the following qualifications:

1. Hold doctoral degrees or the equivalent degree certificates, have engaged in the research work, specialized professions or functions related to the majored subjects for over four years, and have published specialized publications.
2. Have held the position as assistant professors for over three years with outstanding performance, and have published specialized publications.

Article 7 ：Assistant professors shall possess one of the following qualifications:

1. Hold doctoral degrees or the equivalent degree certificates with outstanding performance and have published specialized publications.
2. Hold Master ' s degrees or the equivalent degree certificates, have engaged in research work, specialized professions or functions related to the majored subjects for over four years with excellent performance, and have published specialized publications.
3. Graduate from departments of Medicine, Chinese Medicine, or Dentistry of universities or independent colleges, have practiced clinically for over nine years, during which acted as doctors in charge in the medical center for four years with excellent performance, and have published specialized publications.
4. Have held the position as lecturers for over three years with outstanding performance, and have published specialized publications.

Article 8 ：Lecturers shall possess one of the following qualifications:

1. Research in the graduate schools or institutes, hold master's degrees or the equivalent, and have outstanding grades.
2. Graduate from universities or independent colleges, have held the position as assistants

in teaching or researching for over four years with excellent performance, and have published specialized publications.

3. Graduate from universities or independent colleges, have engaged in research work, specialized professions or functions related to the majored subjects for over six years with outstanding performance, and have published specialized publications.

Article 9：When faculties are arranged with the standard teaching hours stipulated in the University's regulations, and there are still courses opened to be offered or the hours of full-time faculties are not filled completely but their fields are out of the field of the courses to be offered, adjunct faculties may be appointed.

Article 10：Contract periods of faculties: For employing faculties of departments (or the same level), the employment shall be processed in accordance with the period of a school year or a semester and the process shall be finished before the beginning of each semester.

Article 11：The contract period of faculties shall be regulated in the employment contract: The first and second term shall be one year, but the later renewed terms shall be two years. The contract period of adjunct faculties can be a semester.

Chapter 3 Agreement of Employment or Dismissal

Article 12：Faculties shall send back the agreement letter of employment within 2weeks after receiving the contract. In the case of rejecting the employment, please return the contract to Personnel Office in order to be nullified.

Article 13：Full-time faculty members shall fulfill the agreements of the contract. If faculties wish to terminate their employment prematurely during the contract period due to particular reasons, a notice of resignation is required to be sent one month in advance and shall be approved by President. Faculties cannot leave their positions until the end of the semester. Faculties who do not adhere to the aforementioned regulations regarding resignation shall be subject to a penalty equal to one month's salary (including the basic salary, academic research fee, and allowance).

Article 14：If full-time faculties involve in one of the matters specified in Articles 14 to 16 and Article 18 of “Teacher's Act”, they shall be dismissed, suspended, or denied a contract renewal after getting the approval of Faculty Evaluation Committee.

Article 14-1：Appointments of full-time faculty members (including lecturers, assistant professors, and associate professors) made on or after the school year of 2014 shall not lecture at other institutions, not be entitled to an overtime pay for exceeding teaching hours, or not serve as members of various levels of faculty evaluation committees beginning from the seventh year when the new appointed faculties are unable to get promoted within the six-year timeline. Those who have been approved for promotion by Ministry of Education are no longer subject to the aforementioned restrictions.

Nevertheless, the time limit for promotion for new appointed faculties taking parental leave without pay for raising infants or for pregnancy or childbirth within the first six years of employment may be extended by a maximum of an additional two years at a time, and one year for their spouse's childbirth. The applicant shall submit the required proof within the announced deadline of the semester. After preliminary review by the department chairman and the college dean (or equivalent supervisor), it is submitted to the President for final approval.

Article 15：Full-time faculties who fail to pass the faculty evaluation for two consecutive years during the contract period shall be rejected for the contract renewal after getting the approval of Faculty Evaluation Committee at all levels.

Article 16：For those who plan to leave their jobs, the release paper will be issued after the leaving procedures are completed.

Article 17: The accreditation review of new faculties must be conducted within three months from the commencement of contract period if not submitted for review.

Article 18：The employment of military training instructors shall be processed in accordance with relevant acts issued by the Ministry of Education.

Chapter 4 Payment

Article 19：The salaries for full-time faculty members shall be processed in accordance with “YZU Regulations of Salary Assessment for Faculty And Staff”. Additional pay shall be paid

for the directors with concurrent administrative positions. The payment standard of basic salary and additional pay for directors shall be mentioned clearly in the University's regulations.

Article 20：The salary assessment of new faculties shall be based on the lowest salary scale. But for those faculties whose academic degrees and working experience are higher than the lowest salary scale, the salary assessment shall be raised higher. The working experience mentioned above shall be limited to the teaching or researching areas with equivalent importance to the current job and shall have certificates or official documents.

Article 21：New faculties' salaries shall be paid beginning from the date of service to the date of leaving during the contract period.

Article 22：In order to encourage faculties to do researches, improve teaching and have enthusiasm and devotion, the University establishes a system of rewarding full-time faculties' performance, which is processed in accordance with "YZU Faculty Evaluation and Rewards Regulations."

Article 23：Full-time faculties who have completed one academic year of service at the University, except for those who have violated "Yuan-Ze University Full-time Faculty Employment Contract" or those assessed as not eligible for a salary increase according to "YZU Faculty Evaluation and Rewards Regulations", may be eligible for an increase in the basic salary (seniority-based salary grade) by one grade, up to no higher than the highest seniority salary grade allowed for the professional level for which they were hired.

Chapter 5 Teaching

Article 24：The basic teaching hours, overtime hourly pay, waiver of teaching hours of full-time and adjunct faculties shall be processed in accordance with "YZU Regulations for Adjunct and Full-time Faculties Teaching Hours and Waivers". The exception is for those faculties who are applied to different regulations specified in their contracts.

Article 25：The weekly teaching hours of full-time faculties are arranged by Office of Academic Affairs and by the department (or the same level).

Article 26：Faculties shall teach classes in person on time, direct students' researches, grade students' lab reports and tests. Faculties shall not ask others to be the substitute teachers without notifying the school.

Article 27：Physical education faculties shall also be the sports trainers who direct out-of-class sports.

Article 28：The hourly pay of intern, lab, design and drawing classes shall be calculated with different standards.

Chapter 6 Ask for Leave & Make-up Class

Article 29：Faculties asking for leave shall submit the application in advance, which shall be processed in accordance with "YZU Regulations for Faculty And Staff's Leave of Absence".

Article 30：Faculties asking for leave and missing classes for less than 14 days (two weeks of classes) shall reschedule the class or arrange a make-up class. Those who miss classes for more than 14 days (two weeks of classes) shall request for approval from the department chairman to arrange for a qualified substitute teacher (with qualifications equivalent to the courses being taught) to take over the class. Along with the faculty member's leave report, the substitute teacher's relevant diplomas/certificates or Teacher's Certificate shall be submitted to Office of Academic Affairs, which will present the case to the President for approval.

Article 31：The hourly pay for substitute teaching during personal leave for full-time faculties shall be borne by the faculties on leave.

Article 32：Adjunct faculties shall apply for leave of absence in accordance with the regulations of "YZU Regulations Governing the Appointment of Adjunct Faculty".

In the event that adjunct faculties are unable to attend classes for four consecutive weeks or more due to a significant incident, the University may terminate the contract and suspend the payment of hourly wages. The department (or the same level) responsible for hiring or Office of Academic Affairs may directly arrange for substitute faculties.

Article 33：Faculties applying for position retained without pay for a semester due to advanced study, doing research or special reasons shall begin the leave at the beginning of a semester; faculties applying for position retained without pay for a year shall begin the leave at the

beginning of a school year and shall submit the application in papers one month before the leave.

Article 34：Faculties absent from classes for more than two weeks without asking for leave shall be reported to President by both the department (or the same level) and Office of Academic Affairs.

Chapter 7 Promotion

Article 35：Qualifications of current position for faculties are approved by the Ministry of Education. After serving a certain period of time at the University with performance in teaching, research, academic advice and other services at a satisfactory level, upon initial review by the department (or the same level) and college (or the same level), faculties may proceed with the evaluations of promotion according to relevant regulations for faculty promotion.

Article 36：The promotion of associate professors, assistant professors, lecturers shall be processed in accordance with the promotion regulations of college (or the same level) and department (or the same level).

Article 37：Faculties who passed the promotion procedure examined by Teacher Evaluation Committee shall be sent to Ministry of Education for further examination of promotion. The date of passing the examination of promotion will be based on the starting date ratified by the Ministry of Education.

Chapter 8 Leave

Article 38：Full-time faculties who have served at the University for more than seven consecutive semesters (years) may apply for sabbatical leave in accordance with “YZU Regulations for Sabbatical Leave of Faculty”.

Article 39：Faculties who apply for leaving but haven’t been approved due to the limited quota can apply again during the next school year.

Chapter 9 Bylaw

Article 40：These regulations are adopted by School Council Meeting, as shall amendments when they are made.

The English translation is for reference only. In case of any discrepancy between Chinese version and English version, the Chinese version shall prevail.